



ACTIVITY & AIRPORT TRANSFER LEADER JOB DESCRIPTION



Activity Leader - Main duties & responsibilities:

1. Welcoming new students
2. Being committed to safeguarding and promoting the welfare of our students and ensuring that they are protected from physical or emotional harm (see separate Child Protection Policy)
3. Setting up / closing down the centre
4. Displaying / removing all signs and posters
5. Accompanying the students on activities and outings on their programme as agreed with the Activities Manager
6. Maintaining proper levels of student discipline, safety and welfare at all times
7. Supervising students during their breaks
8. Carrying out any necessary preparation before each activity
9. Being familiar with the relevant risk assessment(s) in advance of each activity
10. Explaining the activities to the students in a clear and positive manner and keeping them well informed
11. Giving the students information in a clear and positive manner about the places they see on any sightseeing trips or town tours
12. Encouraging all students to take part in the activities
13. Identifying struggling students and making sure they are included
14. Ensuring that activities start and finish punctually
15. Clearly explaining meeting points and times
16. Making sure that all students are given staff contact cards when out on an excursion
17. Checking that one leader has collected and is carrying a First Aid kit
18. Carrying and answering the WEC phone when on duty
19. Logging any accidents in the Accident Book
20. Putting away any equipment and leaving premises in a tidy condition after each activity
21. Informing the Activities Manager (AM) or the Centre Manager (CM) if AM not available, about any lost or broken equipment
22. Checking coaches for lost property at the end of each trip
23. Informing the AM or the CM if AM not available, about any problems during any activities



24. Informing the AM or the CM if AM not available about any accidents / First Aid that was provided
25. Providing feedback on the activities and outings to the AM or the CM if AM not available
26. Attending staff meetings as required
27. Any other duties which the AM or CM may reasonably request



Airport Transfer Leader - Main duties & responsibilities:

1. To be at the designated meeting place on time to meet students on arrival at airport with all relevant student data sheets and school posters
2. To meet students and welcome them to England
3. To ensure that students stay in an agreed area while any further students are being met
4. To take students to the school's transfer coach or minibus or to hand them over to another WEC travel leader for the transfer
5. To ensure that the correct students board the transfer coach or minibus
6. To accompany students on the coach or minibus to the course town or wait at the airport to meet further students as instructed
7. To keep the Course Co-ordinator or Centre Manager (if Course Co-ordinator unavailable) informed as to any delays or problems
8. To inform the Accommodation Officer or other appointed member of staff of the estimated time of arrival in the course town
9. To meet students in the course town for their return transfers to the airport
10. To ensure that the correct students are on the return coach and that they have their passports and tickets on them before departing from the course town. Also check that they have returned their host family's key
11. To check the coaches or minibuses for any property left behind before the students leave the area
12. To accompany the students to the check-in counter and help check them in
13. To ensure that each student travelling as an unaccompanied minor is handed over safely to the appropriate airline staff
14. To ensure that all students go through the departure passport check and that they know where to find their gate number and time
15. To keep the students informed at all times, especially in the case of delay or any problems
16. To remain at the airport until the last flight has taken off